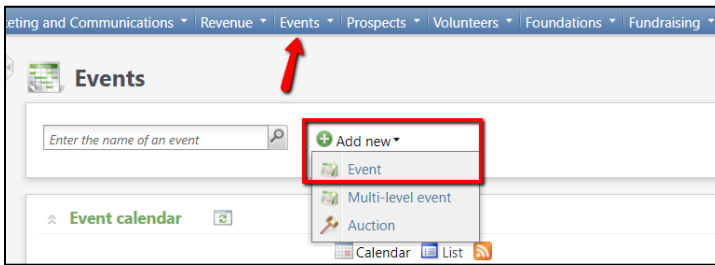


How to Create a Single-Level Event in GAIL

Step 1. From the Events functional area, click *Add new* and choose *Event* from the menu.



Step 2. Name your event beginning with your naming convention and the current year. (Ex. SSW – 2017 Homecoming Tailgate) Then write a brief description about your event.

Name:	<input type="text" value="ASRV - Emily's Awesome Event"/>
Description:	<input type="text" value="Awesome training event!"/>

Step 3. Choose the category that best describes your event and select your school, college, or unit from the Sites menu.

Category:	<input type="text" value="Social"/>			
Sites:	<table border="1"><tr><td>Site</td></tr><tr><td>Alumni Association</td></tr><tr><td>*</td></tr></table>	Site	Alumni Association	*
Site				
Alumni Association				
*				

Step 4. Fill in the date and time of your event. (If you are unsure about the start and end times, you can leave this blank and complete the information later.)

Start date:	<input type="text" value="7/30/2021"/>	Start time:	<input type="text" value="7:00 PM"/>
End date:	<input type="text" value="7/30/2021"/>	End time:	<input type="text" value="10:00 PM"/>

Step 5. Search for the location where your event will take place and add the specific room if necessary. (You can add a new location if the one you need does not currently exist.)

If you would like to limit the number of individuals who register for your event, adjust the capacity to reflect the maximum number of registrants. If you are not capping registration, leave the capacity at zero.

In the contact field, search for the name of the location manager. (This is the person who would be contacted if more information was needed about the chosen event venue.)

Location:	<input type="text" value="Classic Center"/>		
Room/Unit:	<input type="text" value="Athena Ballroom"/>	Capacity:	<input type="text" value="200"/>
Contact:	<input type="text" value="Dawg , Hairy"/>		

Step 6. If you are collecting revenue for this event either through ticket sales or sponsorship, you must have the box *event allows designations* checked. If you are hosting a free event, this box can be unchecked.

Click **Save** when you are finished. This is all that is needed for your event to show on the Planning Calendar.

<input type="checkbox"/> Do not show event on calendar
<input checked="" type="checkbox"/> Event allows designations on fees

Step 7. Once you are redirected to your event page, navigate to the *Tasks/Coordinators* tab and click Add.

Search for and add yourself as the coordinator for the event.

ASRV - Emily's Awesome Event

Start date: 7/30/2021 - 7:00 PM Status: ✔ Active 100% progress bar

End date: 7/30/2021 - 10:00 PM Lookup ID: 8-10008123 50% progress bar

Site: Alumni Association Expense budget: \$0.00 Event capacity: 200

Location: Classic Center Agreed expenses: \$0.00 Will attend: 0

300 N. Thomas Street Amount paid: \$0.00 Will not attend: 0

Athens, GA 30601 0% of budget 0% of capacity

Room/Unit: Athena Ballroom

Contact: Dawg, Hairy

Coordinator:

Category: Social

Tasks/Coordinators | Options | Invitations | Registrations | Pending Registrations | Registrants-More Details | Regret Responses

Coordinators (0) + Add | More ▾

Coordinator	Event	Primary
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Add a coordinator [X]

Event: ASRV - Emily's Awesome Event

Coordinator: Clary, Ms. Emily Jennette 2017

Is primary

Help Save Cancel

This document was last updated on 7/9/2021.